

PE Coach Recruitment Pack





WELCOME

Thank you for your interest in this post. We are delighted to have this opportunity to provide you with some details about our school and information about the post.

Windhill21 is an academy where every child is valued; a school which ignites the spark of curiosity, creativity and individuality. It is through our inspirational teaching and a culture of possibility that the children at Windhill21 achieve their potential. We believe that a 'growth mindset' attitude is essential; a belief that hard work and effort leads to success, not just natural talent or ability.

If the idea of working at Windhill21 excites you and you feel you have the skills detailed in the person specification, we would be delighted to receive your application.

WINDHILL21 SCHOOL

Windhill21 is a welcoming two-form entry primary school in Bishop's Stortford. We take pride in fostering knowledgeable learners who are engaged, demonstrate our pillars and values, and strive for excellence.

Our exceptional practices and systems support all children to be successful and confident pupils.



**Empowering
young people
to take on
the world**

“Pupils are rightly proud of their school. A range of thoughtful and well-planned opportunities expertly builds pupils’ knowledge and takes them beyond their everyday lives. This is a place where everyone gets the chance to shine.”

~ Ofsted, March 2025

KEY INFORMATION

Age range:

3 to 11

Location:

Bishop's Stortford, Herts

School type:

Academy converter
Ivy Learning Trust

Pupils on roll:

456

Children eligible for FSM:

11.6%

2025 KS2 results:

70% achieved expected
standard (combined)

Ofsted:

Outstanding, 2025



“The school’s ambitious curriculum does exactly what leaders want it to do; it creates pupils that are confident communicators, knowledgeable learners and global citizens. The school’s exceptionally positive atmosphere is a result of careful planning and consideration about what opportunities, support and help pupils need to be successful.

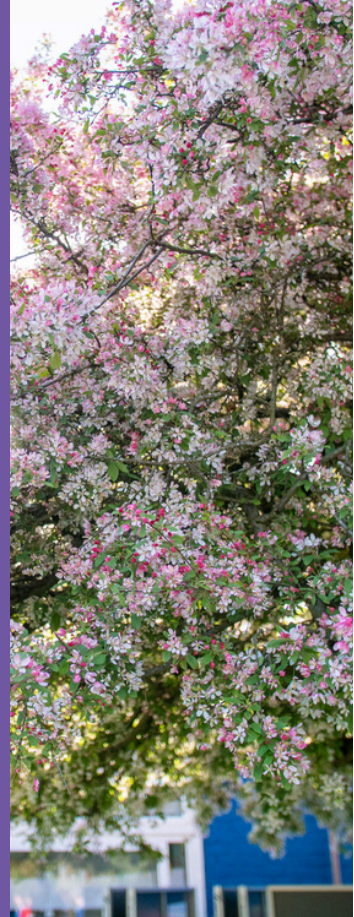
~ Ofsted, March 2025

Our Vision

Ivy is a charity and our purpose is to provide education for the public benefit.

We have four guiding principles:

- We are one family of schools.
- Good education is a birthright.
- We make it easy to make a difference.
- Local leaders know their communities best.



Ivy Learning Trust is a family of schools dedicated to giving children a great education. We formed our Trust in 2017 with two Enfield primary schools, Brimsdown and Lavender, in order to formalise the already close working relationship between them. We now have a network of 17 primary schools across North London and Hertfordshire.

This collaboration has enabled our community to benefit from the expertise and talents at each joining school, with leaders sharing successful techniques and innovations. Staff enjoy better access to CPD programmes and opportunities to develop their careers. We are a supportive community, dedicated to ensuring that no one is left behind and that everyone benefits from being part of our Trust.

OUR SCHOOLS



17

Schools

*All Good,
Outstanding or
Expected Standard+*

SCHOOL	LOCATION	JOINED	OFSTED
1. Lavender	Enfield	2017	Good (2025)
2. Brimsdown	Enfield	2017	Good (2023)
3. Churchfield	Enfield	2018	Good (2022)
4. Eastfield	Enfield	2018	Good (2022)
5. Larkspur	Hertfordshire	2018	Good (2023)
6. Walker	Enfield	2019	Good (2023)
7. The Wroxham	Hertfordshire	2019	Good (2024)
8. Woodside	Hertfordshire	2020	Good (2025)
9. Crabtree Infants	Hertfordshire	2021	Outstanding (2024)
10. Crabtree Junior	Hertfordshire	2021	Outstanding (2023)
11. Peartree	Hertfordshire	2022	Good (2025)
12. Martins Wood	Hertfordshire	2022	●●●●●● (2025)
13. Watchlytes	Hertfordshire	2022	●●●●●● (2025)
14. Round Diamond	Hertfordshire	2023	Outstanding (2025)
15. Windhill21	Hertfordshire	2024	Outstanding (2025)
16. Richard Whittington	Hertfordshire	2024	Good (2019)
17. De Bohun	Enfield	2025	Good (2020)

**Schools inspected since joining Ivy.*

WORKING AT IVY



Staff are overwhelmingly proud to be part of the school community. Regular training helps staff stay sharp and keep ahead of the game. Senior leaders do much to look after staff's wellbeing.

When you join Ivy, you'll have access to a comprehensive range of benefits, designed to support your career progression and wellbeing. As a Trust, we offer an inclusive work environment, recognise and reward excellence, encourage creativity and support ongoing professional growth.



Employee Assistance Programme with access to free counselling, mental health and financial support



Professional development with defined careers pathways and paid study leave



Tax free childcare scheme and admissions priority for the children of school employees



Pension scheme



National pay in line with STPCD



Flexible working available



Cycle to work scheme



Discounted gym membership



Occupational health service

JOB DESCRIPTION

Purpose of the Role:

To plan and teach PE / Sports across the school and to organise and lead extracurricular sports activities.

Responsibilities:

- To plan, prepare and deliver PE lessons across the school, including games, gymnastics, dance and outdoor activities.
- To organise and support the swimming curriculum.
- To assess children's progress in PE.
- To organise and accompany children to tournaments, matches and other events.
- To lead before and after school clubs.
- To attend staff meetings and training, as appropriate.
- To undertake personal development and training activities, where appropriate.
- To ensure PE resources and equipment are organised, maintained and readily available.

Whole-School Organisation and Development:

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Work with others on curriculum and / or pupil development to secure coordinated outcomes.



The post holder may also undertake some or all of the following:

- Assist with break-time and lunch-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.

Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment, in accordance with the school's behaviour and relationships policy.

Working with Colleagues and other Relevant Professionals:

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Equalities:

- Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

Professional Development:

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching and overall performance.

Working Hours:

- Monday to Thursday 8:30am-4:30pm and Friday 8:30am-4pm.
- 37 hours a week (with 30 minute lunch break) / term-time only.

Please note: A driving licence is essential for this role.

PERSON SPECIFICATION

	Essential	Desirable
Knowledge and Skills	<ul style="list-style-type: none"> • Numeracy and literacy skills. • Basic knowledge of health, wellbeing and safety. • Awareness of keeping children safe. • Experience working with children of the relevant age. • Understanding of the school's ethos, vision and values. • Ability to manage whole class PE lessons effectively. • Understanding of the needs of young children in large and small groups and on an individual basis. • Proven knowledge and experience of sports teaching (including tools for planning, research, analysis and administration). • Good understanding of the PE statutory and non-statutory framework for school curriculum. 	<ul style="list-style-type: none"> • Understanding of the curricular requirements of the school, these to include statutory requirements. • Experience supporting children with special educational needs and a knowledge of autism. • Understanding of the needs of children with SEND. • Ability to make effective use of ICT to support teaching and learning.
Competencies	<ul style="list-style-type: none"> • Communication (written and verbal). • Growth Mindset. • Analytical thinking. • Active Listening. • Motivated. • Ability to work with a minimum of supervision and within a team. • Flexibility and adaptability 	

DETAILS AND TIMELINE

Contract Type:

Permanent
37 hours per week
Term Time only

Salary:

£27,254 - £29,540 (FTE)

Closing Date:

15 May 2026

Our Policies:

[Privacy Notice](#)

[Code of Conduct](#)

[Recruitment](#)

[Safeguarding](#)

Windhill21 School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced disclosure and medical checks.

Visits to the school are welcome.
Please get in touch to arrange a visit
or speak with the Headteacher:

01279 696850
admin@windhill.herts.sch.uk

